



Admissions Policy

Equalities Statement:

The ethos of the Nursery School supports the development of self-respect and self-esteem in all children, staff and the community it serves. We place a high value on diversity and treat every member of the Nursery School as an individual. In this respect, we aim to meet the needs of all, taking account of age, disability, gender, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief and sexual orientation. In addition to this we also aim to consider social circumstances.

Introduction

Greenfield Nursery School aims to provide a fair and transparent admissions system. Greenfield Nursery School offers a high-quality early year's education for families in the local community. Priority for Nursery will be given to children attending Greenfield already in our Under 3s provision. Priority will be given to those eligible for 2-year funding.

Application forms for the nursery school and the under 3s are electronic and can be found here:

Under 3s- <https://form.jotformeu.com/90063093858361>

Nursery and 30hr Provision- <https://form.jotformeu.com/90062884129359>

Parents/carers who require support to complete the form online can contact the admin team on phone 01992 760 779 (option 2) or email admin@greenfield.herts.sch.uk

A) Nursery School Places

The offer for children over 3 years of age (nursery grant funding): The school main intake occurs for children starting in September following their third birthday.

B) Timetable

The timeframe and application dates for the main September intake will be published on the school website under Admissions.

Attendance is either a 30-hour, flexible offer or 15 hours attending either an AM or PM session. Parents/carers will be asked for their preference but there are no guarantees that their preference can be honoured. Confirmation of the place is sent by post including an invitation to new parent/child and a start date. Children can start the term after their third birthday. We accept admissions across the year spaces permitting (Autumn, Spring and Summer Term).

C) Allocation of Places.

Should the Nursery be oversubscribed the following criteria will be followed for all the applications received by the closing date

Priority 1: EHC section 324 of the Education Act 1996 requires the governing bodies of all Maintained schools to admit a child with an EHC (Education, Health and Care) Plan that names the school.

Priority 2: Children looked after by the local authority, including children who were previously looked after but were then adopted (or became subject to a “child arrangements” order or a special guardianship order).

Priority 3: A child ‘at risk’ (or the sibling of a child ‘at risk’) who is the subject of an inter-agency child protection plan.

Priority 4: Medical or Social needs children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

Priority 5: Sibling Children who have a sibling on roll of the school at the time of application.

Priority 6: Attends Greenfield Pre-School at the time of the nursery application.

Priority 7: 30 Hour Children who are applying for 30 hours.

Priority 8: Any other children, in order of date of application

Evidence will be required if applying under Priority 1-4.

The priorities are applied in the order they are stated. If more children qualify under a particular priority than there are places available, then the next rule will be applied.

If more children qualify under a particular rule than there are spaces available a tiebreak will be used by applying the next rule for those children and priority will be given in order of receipt of application.

If there are fewer applications than places available all applicants will be admitted. ‘There is no right of appeal’ to the school.

D) Greenfield Under 3s

‘**Greenfield Under 3s**’ is our early years provision for children aged 2. The admissions arrangements for this provision are different and do not use the admission rules, as printed above, when offering free early education places.

The under 3s allocations, whether it is free funding or fee paying, are subject to availability of places and by agreeing to the ‘Terms and Conditions’. You may add your child’s name to our waiting list if there are not available spaces at the time of enquiring.

Parents can pay to send their children to our Under 3’s provision for a minimum of two sessions a week. We also offer “2-year-old free funding” (for further information see <https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>). Our allocation procedure is outlined beneath:

1. Children will be offered places according to when their application form was received, and is allocated according to eligibility, often the term after their second birthday.
2. When a place becomes available parents/carers will be contacted by phone or email to discuss availability and parent’s needs.

3. Formal confirmation of the place is sent by post including an invitation to new parent/child and a start date.
4. Parents/carers are requested to bring their National Insurance details and their child's birth certificate and NHS number to the open session where all essential paperwork will be completed.
5. Parents/carers will be asked to complete a fees agreement which states terms and conditions for payment of fees etc. Once a place is agreed parents are required to give one month's notice to leave and will be expected to pay in full for that notice period.

E) Breakfast Club

Greenfield Breakfast Club operates as an additional, paid for offer for parents/carers who need this provision to work, or if it is deemed that their child will benefit to attend. The breakfast club is open daily from 8am-8.40am. The Breakfast Club cannot be included in the free childcare or nursery grant offer. Further information can be found in our Charges and Remissions Policy.

F) Guidance for parents/carers of summer born children in Nursery

Reception entry and summer born children

Schools are required to offer a place in a reception class the September following the child's fourth birthday. However, legally a child does not have to start school until the start of the term following their fifth birthday.

The government has amended the school Admissions Code to allow summer born children to be admitted to the reception class at age of five if this is the parent's choice. Summer born children are those born between **1st April and 31st August**.

Summer born children who decide to stay in nursery will continue to receive funding for the hours a child is attending up to 15 hours per week, 570 hours per year: parents will not have to pay for the 15 hours.

We would strongly recommend that any parent who is considering this option discuss with us first so that we can ensure the best needs of your child are met.

G) 30 hours free childcare

What is 30 hours free childcare?

The 30 hours free childcare is an offer available for working parents of three- and four-year-old children. This is an additional 15 hours per week entitlement in addition to the child's existing 15-hour free education place. The entitlement of 30 hours free childcare is offered at Greenfield Nursery School term time only, 38 weeks of the year.

Greenfield offer 30 hours childcare over 4.5 days. Parents/carers who wish to attend Friday afternoon will be charged for this additional session.

Who is eligible for 30 hours free childcare?

Check your eligibility on www.childcarechoices.gov.uk or visit www.hertfordshire.gov.uk/parents

Parents of three- and four-year-olds will need to meet the following criteria to be eligible for 30 hours free childcare.

- They earn or expect to earn the equivalent to 16 hours at the National Minimum or Living Wage over the coming three months. This applies whether you are in paid employment, self-employed or on a zero contract.
- The parent (and their partner where applicable) should be seeking the free childcare to enable them to work.
- Where one or both parents are on maternity, paternity, shared parental or adoption leave. Or if they are on statutory sick leave.
- Where one parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capability to work.
- Where a parent is in a 'start-up period' (i.e. they are newly self-employed) they do not need to demonstrate that they meet the income criteria for 12 months.

A parent will not meet the criteria when:

- Either parent/carer has an income of more than £100,000
- Either parent/carer is subject to immigration control (and has no recourse to public funds)

For up-to-date information on eligibility please visit www.childcarechoices.gov.uk or www.hertfordshire.gov.uk/parents

How will the school know who are their eligible parents?

It will be a parent's/carer's responsibility to apply for 30 hours free childcare via the online HMRC eligibility checker. Parents will receive an eligibility voucher code if they are eligible (**which is 11 digits long**). This code must be provided, along with their national insurance number and their child's date of birth.

The 30-hours funding offer depends on employment status. Parents/carers will have to check eligibility every 3 months with HMRC.

Where a family is no longer eligible, the extended hours will be withdrawn.

H) Waiting list

Where a parent/carer makes an enquiry to the school and there are no places available, the details will be held on a waiting list. The waiting list is managed in accordance with the admissions criteria above. We cannot guarantee that places will become available.

When a place becomes available the parent or carer who is highest on the waiting list will be contacted by telephone and in writing requesting confirmation that the place is still required. If no communication is received from the parent or carer within 10 working days, the next person on the waiting list will be contacted and offered the available place

Parents and carers can withdraw their name from the waiting list at any time.

I) Right to appeal

As nursery provision is non-statutory, the Nursery's decision will be final and there is no formal right

of appeal.

J) Data Security

We take our data security responsibilities very seriously. Application forms for successful applicants will be stored in hard copy in the Nursery office. Applications from unsuccessful applicants who request to be added to a waiting list will be kept in the Nursery office for a maximum of 12 months, or until a place becomes available. Application forms will be disposed of securely if no place becomes available, or if the parent/carer withdraws their name from the waiting list.